

## EMPLOYEE ABSENCE REASON CODES QUICK REFERENCE

*This is intended for your quick reference – for specific rules and regulations always refer to your master agreement.*

### **01 Personal Illness**

If taken on days immediately before or after a holiday or break require a doctor's note to be provided to the Payroll Department.

### **02 Family Illness**

If taken on days immediately before or after a holiday or break require a doctor's note to be provided to the Payroll Department.

### **03 Approved Leave**

An activity that requires the employee's presence during the school day, and cannot be handled at a time other than during the work day. Reason Required. Examples include: legal business, court appearances, medical, funerals, graduations, family commitments, other reasons as approved. *Will not be granted immediately before or after any holiday or vacation period, including the first and last days of the school year.*

### **04 Incentive Day**

Requires Pre-Approval- No Reason Required

### **05 Jury/RCSreq.attnd**

Use this code if you have been ordered by court to serve Jury Duty or if you have been subpoenaed to testify/attend court for RCS. *Any Govt. stipend must be sent to payroll dept.* This should not be used to attend court for personal business.

### **07 Military Duty**

Requires Pre-Approval

### **08 Religious**

REA only - Requires Pre-Approval

### **11 Comp Time**

Requires Pre-Approval- Detailed notes required including: Dates comp time was earned, purpose for earning comp time and name of administrator who pre-approved your working the comp time.

### **15 Bereave Immediate Family-NoDed**

### **16 Bereave-Deduct**

For family death that does not qualify for no deduct status. See your master agreement for details.

### **18 Approved Union**

For official union business, typically for union representatives or members of the negotiation team.

### **61 Department PD/Mtg/Training Is this planned or approved by a Department (Curriculum, Special Ed, Voc Ed)**

Attendance requested/approved by department

### **62 Building PD/Mtg/Training Is this planned or approved by the building principal?**

Attendance requested/approved by building

### **63 Field Trip**

### **64 Athletic/Coaching**

### **65 IEP/ Assessment**

### **66 PD/Mtg/Training (NonTch) Are you in a position other than a teacher?**

Meetings/Trainings for all non-teaching staff (secretaries, admin)

**\*Note:** There are district and building calendars that manage the number of staff permitted to be absent from their classrooms to attend the above types of events. Coordinators of these events reserve allocations on the calendars and will most likely be the individuals directing you to attend. Once your participation has been confirmed you are still required to enter your absence and arrange for substitute coverage in Aesop using the appropriate code listed above.

**\*Note:** These absence reasons will be deducted from your Personal Illness Bucket  
REV. 11/05/2015